

# Hazard Reporting System User Guide





# General Guidance



## ➤ Bottom Line Up Front:

- This training brief describes hazard reporting requirements, definitions, specific hazard types, and provides detailed instructions regarding hazard entry procedures utilizing actual screen shots of the hazard reporting application. However, the application was designed to be user friendly so that first time users would not need this training brief for entry. Most entries should only take approximately 10 minutes to complete.



# Reporting Policy



## ➤ **OPNAVINST 5102.1D:**

- Units are strongly encouraged to investigate and submit a hazard report (HAZREP) for:
  - All significant hazardous conditions or near-mishaps that have the potential to affect other commands but do not warrant submission of a safety Investigation Report
  - All identified hazards where information is valuable if shared with community of interest or all Navy/Marine Corps



# Reporting Policy



## ➤ Hazard Reporting System ALSAFE Message (DTG 011602Z JUL 14):

- A robust hazard reporting culture is a fundamental characteristic of effective risk management
- It is essential that leadership throughout the chain of command encourage, and command safety programs foster, hazard reporting without fear of repercussion in order to enable others to mitigate hazards and prevent future injury or death of personnel and damage to equipment
- Reporting of hazards, near misses and non-reportable mishaps (mishaps with damage costs less than \$20,000 and personnel first aid injuries) shall be accomplished using this module





# HAZREP Definitions



## ➤ **Hazard:**

- A condition with the potential to cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation

## ➤ **Near Miss:**

- An undesired event that, under slightly different circumstances, would have resulted in personal harm, property damage, and/or an undesired loss of resources

## ➤ **Non-Reportable Mishap:**

- A mishap with damage costs less than \$20,000, or personnel first aid injury



# Specific HAZREPs



- **Friendly fire** (FF) incidents that do not meet the class D or higher mishap reporting threshold.
- Helicopter rope suspension technique (**HRST**), air cargo drop, and/or **parachuting** incidents that do not meet the class D or higher mishap reporting threshold
- **Diving** incidents that do not meet the class D or higher mishap reporting threshold
- All underway **man-overboard** incidents without injury
- All **electrical shock** incidents (whether intentional or unintentional) from any voltage, or current source regardless of intensity that do not meet the class D or higher mishap reporting threshold



# Locating the Hazard Module



http://www.public.navy.mil/comnavsafecen/Pages/index.aspx

File Edit View Favorites Tools Help

http://www.public.navy.mil/comnavsafecen/Pag...

Page Safety Tools

## Naval Safety Center

COMNAVSAFECEN

Work, Play, Live – Safely!  
Make Every Sailor, Marine and Civilian Count

HOME ABOUT US AFLOAT ASHORE AVIATION OSH PRODUCTS SERVICES NAVSAFEMVTRACEN CONTACT US

From the Naval Safety Center website ([www.public.navy.mil/comnavsafecen](http://www.public.navy.mil/comnavsafecen)) select the WESS icon to get started

Preventing mishaps and managing risks at work and off duty

### FEATURED CONTENT

- Search Our Site - Tips when using your favorite engine to find what you need on this site.
- OPNAVINST 3750.65 - Naval Aviation Safety Management System
- Anonymous Reporting - Have a safety problem that isn't getting solved? Submit an "Anymouse."
- Injury Verification Data Feed: PPT | Flyer Initiative launched to correlate safety reports of mishaps and medical reports traumatic injuries.
- "The Safety Sigma" Newsletter, Spring 2014 - Articles about culture, vibrations, HFBs and SMS marketing.
- Fatigue and Sleep Videos and Resources - Highlights the importance of adequate rest in managing risk and preventing mishaps.

### UPDATES AND NEW ITEMS

- New video about the importance of annual hearing exams, (created for the DoD Hearing Center of Excellence)
- Eye Protection On- and Off-Duty (from the Vision Center of Excellence)
- Admiral's Safety Update: June 12 Issue
- "Beyond the Friday Funnies": Blog #30: "Crying Wolf"
- Photo of the Week #574: "Hmm, Incoming Call, Could Be an Emergency"

WESS

STATISTICS

ACQUISITION

ORM

MAGAZINES

AWARDS

USMC SAFETY

Live to Play ... Play to Live  
Summer Safety Presentation & Resources



# Locating the Hazard Module



**Naval Safety Center**  
COMNAVSAFECEN



**Work, Play, Live – Safely!**

Make Every Sailor, Marine and Civilian Count

[HOME](#) [ABOUT US](#) [AFLOAT](#) [ASHORE](#) [AVIATION](#) [OSH](#) [PRODUCTS](#) [SERVICES](#) [NAVSAFENVTRACEN](#) [CONTACT US](#)



## QUICK LAUNCH

- ▶ [WESS Resources](#)
- ▶ [Release Notes](#)
- ▶ [PMV-GMV WESS Training](#)
- ▶ [WESS User's Guide](#)
- ▶ [Dive Jump Reporting System \(DJRS\)](#)
- ▶ [AMHRS Data Worksheet](#)
- ▶ [HFACS User's Guide](#)
- ▶ [Feedback Form](#)

[Contact Us](#)

## MISSION

The Web Enabled Safety System allows on-line reporting and data retrieval. WESS provides real-time reporting of mishaps, eliminates the need for redundant local data-entry systems, and allows retrieval and download of data so activities can perform their own analyses.

## FAQ

Answers to common questions about mishap reporting and WESS works.



[GET ANSWERS](#) ▶

## LOG IN

Click here to log in to WESS, where you can start or update reports and retrieve data.



[USE WESS NOW](#) ▶

## WORKSHEETS

Dozens of worksheets that will help you gather necessary data before starting a WESS report.



[DOWNLOAD WORKSHEETS](#) ▶





# Locating the Hazard Module



Web Enabled Safety System - FOR OFFICIAL USE ONLY



## Select Subsystem

[Help](#)



### Mishap & Hazard Reporting

Select to report mishaps and hazards governed by OPNAV 5102.1:

- Shore/Ground, Afloat, Diving, Parachuting and Explosive mishaps
- PMV/GMV, Tactical, and Off-Road Vehicle mishaps
- Recreational/Off-Duty mishaps



### WESS Aviation Mishaps & Hazards Reporting System (WAMHRS)

Select to report:

- Aviation mishaps and hazards governed by OPNAV 3750.6



### SPARC

- The new workspace for AFloat



### Dive Jump Reporting System (DJRS)

Select to log:

- On duty military diving operations for all DoD governed by OPNAV 3150.27
- On duty military personnel parachuting/cargo aerial delivery operations for Navy and Marine Corps governed by OPNAV 4630.24



### Injury Verification Data Feed

- Determine whether an incident that resulted in medical treatment is reportable



### JASPER Reports

Select to access safety data and generate preformatted reports

Select the Mishap/Hazard Reporting icon



# Locating the Hazard Module



Web Enabled Safety System - FOR OFFICIAL USE ONLY



Help

## Select Subsystem



Hazards, Near Misses, and Mishaps with costs less than \$20,000 (governed by OPNAV 5102.1). Incidents with personnel injuries greater than first aid or mishap costs of \$20,000 or more require a mishap investigation report either instead of or in addition to a hazard report:

- On the next screen, select 'Hazard Reporting' from either the Afloat, Shore/Ground or Motor Vehicle selections



Tactical Vehicle mishaps:

- Tanks, self-propelled weapons, amphibious assault vehicles ashore, HMMWV, etc.



Off-Road Vehicle mishaps (off-duty):

- Recreational off-road vehicles while off-duty (e.g., 4-wheelers, dirt bikes, dune buggies, etc.)



Motor Vehicle Reporting System (MVRS) for Private Motor Vehicle (excluding Off-Road Vehicle), Government Motor Vehicle, Government Vehicle Other (excluding Tactical Vehicle) mishaps:

- Passenger car, van, bus, ambulance, motorcycle, tractor-trailer, construction tracked vehicle, forklift, road grader, agricultural-type wheeled tractor, aircraft tug, etc.



On-Duty Diving mishaps:

- Diving operations occurring on-duty.



On Duty Parachute, Cargo-Drop, Helicopter Rope Suspension Technique (HRST) mishaps

- Parachuting, Air Cargo Drops, and HRST operations occurring on-duty.



On-Duty Explosive mishaps (to include Live Fire mishaps and Ordnance Impacting Off-Range)

- Explosive or live fire mishaps, ordnance impacting off-range, etc. occurring on-duty.



Recreational and/or Off-Duty mishaps:

- Off-duty diving, swimming, boating, skiing, walking, bicycling, go-cart driving, home improvements, fireworks, etc.

Select the  
Hazards icon to  
go to SPARC



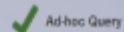
# Future WESS Homepage



Web Enabled Safety System

## Safety Mishap Analysis & Retrieval Tool (SMART)

Our powerful analytics engine enables you to search and analyze mishap data with all of the features you would expect from a modern data mining solution.



Ad-hoc Query



Data Export



Result Filters



Interactive Charts

[Search](#) [Learn More](#)



### NOTE:

In future releases, the previous two slides will be replaced by a single "Landing Page" similar to this



#### Mishap Reporting

Enter and edit safety mishaps. Conduct injury verification of mishap data.



#### Dive/Jump

Manage dive logs and jump manifests. Ensure qualifications and training are maintained.



#### Mishap Search

Ad-hoc search and analysis of safety mishap data. Export mishap data in multiple formats.



#### Jasper Reports

Run formatted print-ready mishap reports. Export report data in multiple formats.

Naval Safety Center  
375 A Street  
Norfolk, VA 23511  
757.444.3520 (DSN 584)

WESS Help Desk  
Monday - Friday 0800 to 1630 EST  
757.444.3520 ext. 7048 (DSN 584)  
Email WESS Help Desk

Mishaps  
Dive/Jump  
Mishap Search  
Jasper Reports  
Account Maintenance



# SPARC Workspace



Home SPARC Afloat Shore/Ground Motor Vehicle Aviation Reports Search / Edit



Afloat (51)		Current Sort: Id (Asc)	
Aviation (6)		2013-06-28	Hazard Reports I
Class A (22)		2014-03-28	Hazard Reports II
Class B (9)		2014-05-01	Hazard Reports III
Class C (10)		2014-05-08	Hazard Reports IV
Class D (28)		2014-06-01	Hazard Reports V
Consolidated (80)		2014-06-02	Hazard Reports VI
Draft (29)		2014-06-03	Hazard Reports VII
Edit Submitted (1)		2014-06-03	Hazard Reports VIII
Hazard (12)		2014-06-05	Hazard Reports IX
Medical Incident Acute (2)		2014-06-12	Hazard Reports X
Motor Vehicle (7)		2014-06-17	Hazard Reports XI
		2014-06-03	Hazard Reports XII

Select the appropriate icon to see the Hazard Reporting selection option

Locate your draft Hazard Reports here that have been saved but not released to the Naval Safety Center yet





# SPARC Workspace



Home | SPARC | Afloat | Shore/Ground | Motor Vehicle | Aviation | Reports | Search / Edit

Initial Notification (Class A/B Only)  
Mishap Reporting  
Hazard Reporting

SPARC

Afloat (51)  
Aviation (6)  
Class A (22)  
Class B (9)  
Class C (10)  
Class D (28)  
Consolidated (80)  
Draft (29)  
Edit Submitted (1)  
Hazard (12)  
Medical Incident Acute (2)  
Motor Vehicle (7)

Current Sort: Id (Asc)

1372442723298	Hazard	Aviation	Re-Submitted to QA	2013-06-28	Hazard Reports I
1396024233743	Edit Submitted	Hazard	Aviation	2014-03-28	Hazard Reports II
	Submitted to QA	Aviation	Hazard	2014-05-01	Hazard Reports III
	Draft	Aviation	Hazard	2014-05-08	Hazard Reports IV
	Hazard	Draft	Consolidated	2014-06-01	Hazard Reports V
	Hazard	Draft	Consolidated	2014-06-02	Hazard Reports VI
1401975246549	Re-Submitted to QA	Hazard	Consolidated	2014-06-03	Hazard Reports VII
1401995632263	Submitted to QA	Consolidated	Hazard	2014-06-03	Hazard Reports VIII
1402336650167	Consolidated	Hazard	Draft	2014-06-05	Hazard Reports IX
1402589199152	Consolidated	Hazard	Submitted to QA	2014-06-12	Hazard Reports X
1403019090433	Consolidated	Hazard	Draft	2014-06-17	Hazard Reports XI
1403024549664	Draft	Hazard	Aviation	2014-06-03	Hazard Reports XII

1-12 of 12

Select  
Hazard  
Reporting

## NOTE:

Hazard reports are for hazards, near misses, and mishaps with damage costs less than \$20K or first aid injuries. Incidents with personnel injuries greater than first aid or damage costs of \$20K or more require a mishap investigation report either instead of or in addition to a hazard report.



# Hazard Reporting Module

Consolidated Hazard

General Info ▾

Report Actions ▾

Save

Validate

Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

This hazard system is for reporting:

- Hazards (whether associated with a mishap or not)
- Near Misses
- Mishaps with costs less than \$20,000

If an incident has a personnel injury greater than first aid or a mishap cost of \$20,000 or more, then a mishap investigation report must be submitted either instead of or in addition to a hazard report. See OPNAVINST 5102.1 for details.

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

These links allow the user to navigate between sections. Not all sections need to be completed for release of a hazard report. Validation at the end will identify

## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

☐ Yes ☐ No

Was Non-DoD Property Damaged

☐ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Was high risk training involved?

☐ Yes ☐ No



# Hazard Reporting Module

Consolidated Hazard

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This text box provides additional instructions regarding this page and how to continue to the next

## General Information

Select Incident/Hazard Type(s):

Select...

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Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Was high risk training involved?

☐ Yes ☐ No



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Consolidated Hazard

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Report Actions ▾

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General Information

POC

Location

Authorized Drafters

To navigate this page the user can make selection here or use the scroll bar

## General Info

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Consolidated Hazard

General Info ▾

Report Actions ▾

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If an incident has a personnel injury greater than first aid or a mishap cost of \$20,000 or more, then a report must be submitted either instead of or in addition to a hazard report. See OPNAVINST 5102

View PDF

Release

Delete

Report Actions allow user to view a PDF version of the report, and to either release or delete the report

## General Info

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## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

☐ Yes ☐ No

Was Non-DoD Property Damaged

☐ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - (information), name, location, and description. Answer the questions who, what, when, where, why and how?

Was high risk training involved?

☐ Yes ☐ No





# Hazard Reporting Module



Consolidated Hazard

General Info ▾

Report Actions ▾

Save

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save the report



Save allows user to save work done on report. When user returns to the system the saved hazard report will be located in the Hazards folder. Once released, the report is no longer available in the folder

## General Info

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## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

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☐ Yes ☐ No

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☐ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - Please do not enter PI (Point of Contact information), names, SSNs, unit name, etc. Please answer the questions who, what, where, when, why, and how.

Was high risk training involved?

☐ Yes ☐ No



# Hazard Reporting Module



Consolidated Hazard

General Info ▾

Report Actions ▾

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validate the report

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Involved Personnel

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Recommendations

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Validate allows user to check report for missing information. The system also completes an automatic validation check after user selects Release.

## General Info

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## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

☐ Yes ☐ No

Was Non-DoD Property Damaged

☐ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - Please do not enter PI (Information), names, SSNs, unit name, answer the questions who, what, where

Was high risk training involved?

☐ Yes ☐ No



# Hazard Reporting Module

Consolidated Hazard

General Info ▾

Report Actions ▾

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Home

[return to SPARC](#)

[General Information](#)

[Involved Commands](#)

[Involved Properties](#)

[Involved Personnel](#)

[Factors](#)

[Recommendations](#)

This hazard system is for reporting:

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If an incident has a personnel injury greater than first aid or a mishap cost of \$20,000 or more, then a mishap investigation report must be submitted either instead of or in addition to a hazard report. See OPNAVINST 5102.1 for details.

Home returns user to the home page

## General Info

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Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Incident/Hazard Type(s):

UIC of Command Submitting Report:

Was DoD Property Damaged:

☐ Yes ☐ No

Was Non-DoD Property Damaged:

☐ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Was high risk training involved?

☐ Yes ☐ No





# General Information Section



Consolidated Hazard

General Info ▾

Report Actions ▾

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## General Info

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Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

☐ Yes ☐ No

Was Non-DoD Property Damaged

☐ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

To get stated select incident or hazard type that best identifies the event or kind of hazard/near miss noted

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Was high risk training involved?

☐ Yes ☐ No



# Incident/Hazard Types



Consolidated Hazard

General Info Report Actions Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Records

Select all that apply. Use scroll bar to see all incident/hazard types

Select Incident/Hazard Type(s):

Select...

## Incident Types

(Select all that apply)

- ☒ ALLISION
- ☒ ASSAULT/MOLENT ACT (ON DUTY ONLY)
- ☒ CARGO AIR DROP
- ☒ COLLISION WITH CRAFT (AFLOAT ONLY)
- ☒ COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- ☒ COMMAND SPONSORED/ON DUTY REC EVENT
- ☒ DECK SEAMANSHIP
- ☒ DIRECTED ENERGY
- ☒ DIVING (ON DUTY)
- ☒ DROWNING
- ☒ ELECTRICAL - SHOCKS/BURNS
- ☒ EXPLOSIVES/WEAPONS/ORDNANCE
- ☒ FIRE - ALL TYPES
- ☒ FLOODING (AFLOAT ONLY)
- ☒ FORMAL TRAINING (WITH A CIN/CID)
- ☒ FRIENDLY FIRE
- ☒ GROUNDING
- ☒ GUIDED MISSILE

ANY UNINTENDED CONTACT BETWEEN TWO CRAFT/SHIPS (INCLUDING TUGS) IS A COLLISION. INTENDED CONTACT WITH GREATER THAN MINIMAL FORCE (THUS RESULTING IN DAMAGE OR INJURY) IS CONSIDERED A COLLISION; OTHERWISE, NOT.

Close

Full Narrative - Please do not enter PII (Personally identifiable information), names, SSNs, unit names, etc. This narrative should describe what, when, where, why and how?

Involved?

This information

Please provide

Authorized Operators, and Environment if applicable) and proceed to the Involved Commands section.

- PT/PFT/PRT/PFA/CFT-NOT CMD SPON REC EVT
- SECURITY/FIRE SERVICES
- SHIP CONTROL/NAVIGATION
- SLIP/TRIP/FALL
- SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- VEHICLE (GOVT OR PRIVATE)
- Weight Handling Equipment



# Incident/Hazard Types



Consolidated Hazard

General Info ▾ Report Actions ▾ Save Validate Home

General Information

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Involved Properties

Involved Personnel

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Records

Select all that apply. Use scroll bar to see all incident/hazard types

This information

Please fill in the

Authorized Operators, and Environment if applicable) and proceed to the Involved Commands section.

- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND
- DECK SEA
- DIRECTED
- DIVING (O
- DROWNING
- ELECTRIC
- EXPLOSIVE
- FIRE - ALL
- FLOODING
- FORMAL T
- FRIENDLY
- GROUNDING
- GUIDED M
- HAZARDOU
- HEARING L
- HEAVY WE
- INDUSTRI
- LOSS OF
- MAN OVER
- MATERIAL
- OFF DUTY
- PARACHUT
- PT/PFT/PR
- SECURITY
- SHIP CONT
- SLIP/TRIP
- SMALL BO
- SUICIDE

## Incident Types

(Select all that apply)

- ☒ HAZARDOUS MATERIAL/CHEMTOX EXPOSURE
- ☒ HEARING LOSS
- ☒ HEAVY WEATHER
- ☒ INDUSTRIAL/OCCUPATIONAL - ANY (ON DUTY)
- ☒ LOSS OF CONSCIOUSNESS
- ☒ MAN OVERBOARD (WATER ENTRY)
- ☒ MATERIAL HANDLING EQUIPMENT OPS
- ☒ OFF DUTY ACTIVITY (EXCLUDES PMV MISHAPS)
- ☒ PARACHUTING
- ☒ PT/PFT/PRT/PFA/CFT-NOT CMD SPON REC EVT
- ☒ SECURITY/FIRE SERVICES
- ☒ SHIP CONTROL/NAVIGATION
- ☒ SLIP/TRIP/FALL
- ☒ SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- ☒ SUICIDE
- ☒ TACTICAL /SPECIAL OPERATIONS

FOR INDUSTRIAL, A MISHAP WHICH INVOLVES AN INDUSTRIAL AREA, MACHINE, EQUIPMENT, OR PROCEDURE. THIS WOULD INCLUDE A MATERIAL DAMAGE OR INJURY/OCCUPATIONAL ILLNESS DIRECTLY RELATED TO INDUSTRIAL SETTINGS, SUCH AS SHIPYARDS, AIMD'S, NADEP'S, SIMA'S, ETC. IT WOULD ALSO INCLUDE MWR HOBBY SHOP INDUSTRIAL AREAS AND SHIPBOARD WORKSHOPS. SELECT OTHER MISHAP TYPES THAT APPLY, SUCH AS HAZARDOUS MATERIAL/CHEMTOX EXPOSURE, MATERIAL

Close

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTER)

Was DoD Property Damaged:



# General Information Section



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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Select Incident/Hazard Type(s):

Select...

- ALLISION
- ASSAULT/MOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP
- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY)
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE
- FIRE - ALL TYPES
- FLOODING (AFLOAT ONLY)
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GROUNDING
- GUIDED MISSILE
- HAZARDOUS MATERIAL/CHEMTOX EXPOSURE
- HEARING LOSS
- HEAVY WEATHER
- INDUSTRIAL/OCCUPATIONAL - ANY (ON DUTY)
- LOSS OF CONSCIOUSNESS
- MAN OVERBOARD (WATER ENTRY)
- MATERIAL HANDLING EQUIPMENT OPS
- OFF DUTY ACTIVITY (EXCLUDES PMV MISHAPS)
- PARACHUTING
- PT/PFT/PRT/PFA/CFT-NOT CMD SPON REC EVT
- SECURITY/FIRE SERVICES
- SHIP CONTROL/NAVIGATION
- SLIP/TRIP/FALL
- SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- VEHICLE (GOVT OR PRIVATE)
- Weight Handling Equipment

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Enter full narrative here.

Was high risk training involved?

☐ Yes ☒ No

Scroll down  
for all  
"General  
Information"  
questions



# General Information Section



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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

• Weight Handling Equipment

UIC of Command Submitting Report: \*

safety center

M3253530 (NAVAL SAFETY CENTER NAS)

N63393 (NAVAL SAFETY CENTER NORFOLK VA)

N83760 (NR NAVAL SAFETY CENTER NAVAL AIR RESERVE)

F00000 (AIR FORCE SAFETY CENTER)

☐ YES ☐ NO

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

Time of Incident (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

☐ Yes ☐ No ☐ Unknown

Was alcohol a factor?

☐ Yes ☐ No

Enter name or UIC of command submitting report. Choose command from options provided



# General Information Section



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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

### • Weight Handling Equipment

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTE

Was DoD Property Damaged:

☒ Yes ☐ No

Was Non-DoD Property Damaged

☒ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Enter applicable fields

Date of Incident or Date Reporting (yyyy-mm-dd)

2014-06-18

Time of Incident (Local Time)

1800

Local Serial Number (For personal serialization)

NSC-01-14

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Enter a brief narrative here.

Was environment a factor?

☒ Yes ☐ No ☐ Unknown

Was alcohol a factor?

☒ Yes ☐ No





# General Information Section



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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

### • Weight Handling Equipment

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTE

Was DoD Property Damaged:

☒ Yes ☐ No

Was Non-DoD Property Damaged

☒ Yes ☐ No

If the total cost of DoD and/or Non-DoD property damage is \$20,000 or more, then a separate mishap investigation report must be submitted.

Date of Incident or Date Reporting (yyyy-mm-dd)

2014-06-18

Time of Incident (Local Time)

1800

Local Serial Number (For personal serialization)

NSC-01-14

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Enter a brief narrative here.

Was environment a factor?

☒ Yes ☐ No ☐ Unknown

Was alcohol a factor?

☒ Yes ☐ No

General Information

POC

Location

Authorized Drafters

Environment

Select from above or scroll down for all "Point of Contact," "Location," "Authorized Drafters" and "Environment" questions if applicable



# Point of Contact Section

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## Point of Contact

First Name

first

Phone Number

757-444-3520

Last Name

last

Email

first.last@navy.mil

Enter applicable fields

### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Location Information

Did the incident occur on a government installation?

☒ Yes ☐ No

Name of installation

NAVSHIPYD Norfolk, VA

Country

UNITED STATES ▾

State

VIRGINIA ▾

City

Portsmouth

Body of Water (if applicable)

CHESAPEAKE BAY ▾

Port (for Afloat and/or Shipyards)

PORTSMOUTH (VA), UNITED ST

## Authorized Drafters





# Location Information Section

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## Point of Contact

First Name

first

Last Name

last

Phone Number

757-444

Email

first.last@navy.mil

General Information

POC

Location

Authorized Drafters

Environment

Select from above  
or scroll down for  
all "Environment"  
questions if  
applicable

### General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Location Information

Did the incident occur on a government installation?

☒ Yes ☐ No

Name of installation

NAVSHIPYD Norfolk, VA

Body of Water (if applicable)

CHESAPEAKE BAY

Port (for Afloat and/or Shipyards)

PORTSMOUTH (VA), UNITED ST

State

VIRGINIA

City

Portsmouth

## Authorized Drafters



# Authorized Drafters Selection

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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Authorized Drafters

Bridget

bridget, lee 0-9

Enter name of person you would like to be an authorized drafter/editor of this hazard report. Choose name from options provided

## Environment Information

Was visibility restricted in any way?

☐ Yes ☐ No

Illumination:

☐ Adequate ☐ Inadequate ☐ Unknown

Did noise level conditions cause distraction, poor communication, etc?

☐ Yes ☐ No

Did lightning contribute to the incident?

☐ Yes ☐ No

Sea State (if applicable)

Sea Direction (if applicable)

Wind Direction (if applicable)

Wind Speed (if applicable)

Air Temperature (if applicable)

Water Temperature (if applicable)



# Environment Info Section



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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## Authorized Drafters

bridget, lee 0-9

Enter applicable fields

## Environment Information

Was visibility restricted in any way?

☒ Yes ☐ No

Distance visibility was restricted

100

Distance unit of measure

FEET ▾

Please select type(s) of visibility restrictions

☐ DUST

☒ FOG

☒ MIST

☐ OTHER (SPECIFY IN NARRATIVE)

☒ RAIN

☐ SANDSTORM

☐ SLEET

☐ SMOKE

☐ SNOW

Sea State (if applicable)

3 GENTLE BREEZE - BREAK ▾

Sea Direction (if applicable)

E (067.5 - 112.5) ▾

Wind Direction (if applicable)

N (337.5 - 022.5) ▾

Wind Speed (if applicable)

Air Temperature (if applicable)

Water Temperature (if applicable)



# Environment Info Section



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## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

To continue select "Involved Command" from list above

## Environment Information

Was visibility restricted in any way?

☒ Yes ☐ No

Distance visibility was restricted

100

Distance unit of measure

FEET

Please select type(s) of visibility restrictions

☐ DUST

☒ FOG

☒ MIST

☐ OTHER (SPECIFY IN NARRATIVE)

☒ RAIN

☐ SANDSTORM

☐ SLEET

☐ SMOKE

☐ SNOW

☐ UNIDENTIFIED OBJECT

Illumination:

☐ Adequate ☒ Inadequate ☐ Unknown

Did noise level conditions cause distraction, poor communication, etc?

☒ Yes ☐ No

Did lightning contribute to the incident?

☒ Yes ☐ No

Sea State (if applicable)

3 GENTLE BREEZE - BREAK

Sea Direction (if applicable)

E (067.5 - 112.5)

Wind Direction (if applicable)

N (337.5 - 022.5)

Wind Speed (if applicable)

Air Temperature (if applicable)

Water Temperature (if applicable)



# Involved Command Section



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Add Command

There are no involved commands added to the event.

Click Here to add a new Involved Command or click the Involved Commands drop down and select "Add Command"

Please enter all commands involved in the incident. Incidents may require more than one Involved Command entry.

Example 1: 2 government motor vehicles from different commands collide causing damage. In this case both commands should be added as an Involved Command.

Example 2: Small boat incident involving the same command with 2 different small boats should be entered as 2 involved commands. Essentially, an involved command must be entered for every small boat even if they are from the same UIC.

## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.





# Involved Command Section



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## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

## Involved Command 1

UIC Contributing To/Experiencing Loss from the Incident or Identifying the Hazard: \*

N00251 (PUGET SOUND NAVAL SHIPYARD BREMERTON WA)  
N00102 (PORTSMOUTH NAVAL SHIPYARD PORTSMOUTH NH)  
N00311 (PEARL HARBOR NAVAL SHIPYARD PEARL HARBOR HI)  
N39702 (NAVAL SHIPYARD NORFOLK DET PHILADELPHIA)  
N47620 (NAVAL SHIPYARD NON NIF BREMERTON WA)  
N60258 (LONG BEACH NAVAL SHIPYARD LONG BEACH CA)  
N48298 (COMSUBFORPAFLT SHIPYARD REP PEARL HARBOR)  
N88149 (NR NAVAL SHIPYARD NORFOLK 308)  
N33057 (COMSUBGRU 9 SHIPYARD REP PUGET SOUND WA)  
N41150 (NORFOLK NAVAL SHIPYARD & IMS)  
N42158 (NORFOLK NAVAL SHIPYARD PORTSMOUTH VA)  
N41906 (CSL REP PORTSMOUTH NAVAL SHIPYARD NH)  
N32446 (PORTSMOUTH NAVAL SHIPYARD PORTSMOUTH NH)

Type the UIC or command name and choose from the list



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## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

## Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

N42158 (NORFOLK NAVAL SHIP)

Is Involved Command a Naval Vessel or a Small Craft?

☒ Yes ☐ No

Vessel Type:

SMALL OR SERVICE CRAFT ▾

Status of Ship, Sub, or Small Craft:

UNDERWAY ▾

Small Craft Type:

RHIB, 24 FT ▾

Make:

Zodiac

Model:

550

Afloat Evolution

MAINTENANCE HULL WORK ▾

FRT Phase:

▾

Enter applicable fields



# Involved Command Section



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## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

## Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

N42158

Is Involved Command a Naval Vessel or a Small Craft?

☒ Yes ☐ No

Vessel Type:

SMALL OR SERVICE CRAFT ▾

Status of Ship, Sub, or Small Craft:

UNDERWAY ▾

Small Craft Type:

RHIB, 24 FT ▾

Make:

Zodiac

Model:

550

Afloat Evo

MAINTENANCE

FRTF Phase:

MAINTENANCE ▾

Add Command

Command 1

Command 2

Add as many command s as necessary

## Involved Command 2

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

Is Involved Command a Naval Vessel or a Small Craft?





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## Involved Commands

Please complete all involved command fields and proceed to the next page. If the incident involves property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the incident. Incidents may require more than one Involved Command.

To continue  
select  
"Involved  
Properties"  
from list  
above

## Involved Command 1

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

N42158 (NORFOLK NAVAL SHIP)

Is Involved Command a Naval Vessel or a Small Craft?

☒ Yes ☐ No

Vessel Type:

SMALL OR SERVICE CRAFT ▾

Status of Ship, Sub, or Small Craft:

UNDERWAY ▾

Small Craft Type:

RHIB, 24 FT ▾

Make:

Zodiac

Model:

550

Afloat Evolution

MAINTENANCE HULL, WORK ▾

FRTF Phase:

▾

## Involved Command 2

UIC Contributing To/Experiencing Loss from the incident or identifying the Hazard:

Is Involved Command a Naval Vessel or a Small Craft?



# Involved Property Section



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Add Property

There are no involved properties added to the event.

Click Here to add a new Involved Property or click the Involved Property drop down and select "Add Property"

## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

At a minimum, either the "Involved Property" section or the "Involved Personnel" section must be completed



# Involved Property Section



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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

## Property 1

Involved Command:

Property Damaged?

☐ Yes ☐ No

Government Property?

☐ Yes ☐ No

Equipment ID Code (EIC) (for Government property only):

Description

Enter applicable fields

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

Specific Location of the Hazard

✕



# Involved Property Section

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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

## Property 1

Involved Command:

Command 1 ▾

Property Damaged?

☒ Yes ☐ No

Government Property?

☒ Yes ☐ No

Nomenclature/Name

hull

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

Specific Location of the Hazard

Equipment ID Code (EIC) (for Government property only): \*

hul

LE06P50 (FITTING, HULL)  
LE0DP50 (FITTING, HULL)  
LE0GP50 (FITTING, HULL)  
LE0HP50 (FITTING, HULL)  
LE0JP50 (FITTING, HULL)  
LE0KP50 (FITTING, HULL)  
LE0LP50 (FITTING, HULL)  
LE0MP50 (FITTING, HULL)  
LE04P50 (FITTING, HULL)  
1100000 (FITTINGS, HULL)  
Y111300 (HULL AND FITTINGS)  
A000000 (HULL STRUCTURE)  
Y121700 (HULL SUBSYSTEM)  
TL0E170 (PLATE, HULL FAIRING)

Type the name or the EIC number of the item and choose from the list



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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

## Property 1

Involved Command:

Command 1

Property Damaged?

☒ Yes ☐ No

Government Property?

☒ Yes ☐ No

Nomenclature/Name

Hull

Equipment ID Code (EIC) (for Government property only):

TL0E170

Description

70 character description of item damaged/causing hazardous condition

Add as many pieces of property as necessary

Add Property

Material C  
damaged)

Property 1

Property 2

N42158

Specific Location of the Hazard

SHORE

GOVERNMENT

WATERFRONT AREA

PIER

RUC/MCC of the unit owning the property/equipment

## Property 2

Involved Command:

Property Damaged?

☐ Yes ☐ No

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

N63393

Specific Location of the Hazard





# Involved Property Section

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## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the incident involves a person, proceed to the Involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

To continue select "Involved Personnel" from list above

## Property 1

Involved Command:

Command 1 ▾

Property Damaged?

☒ Yes ☐ No

Government Property?

☒ Yes ☐ No

Nomenclature/Name

Hull

Equipment ID Code (EIC) (for Government property only):

TL0E170

Description

70 character description of item damaged/causing hazardous condition

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

N42158

Specific Location of the Hazard

SHORE ▾

GOVERNMENT ▾

WATERFRONT AREA ▾

PIER ▾

## Property 2

Involved Command:

▾

Property Damaged?

☐ Yes ☐ No

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged)

N63393

Specific Location of the Hazard

▾



# Involved Personnel Section



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Add Person

There are no involved persons added to the event.

Click Here to add a new Involved Person or click the Involved Personnel drop down and select "Add Person"



## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Complete this section only if a person was involved, otherwise continue to the "Factors" section



# Involved Personnel Section



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Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Person 1

Involved Command:

Branch of Service:

Duty Status (Tier-1)

Specific Location of the Hazard

What was the person doing at the time of the incident or discovery of hazard?

Enter applicable fields



# Involved Personnel Section



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**Involved Personnel**

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Personnel" questions

## Person 1

Involved Command:	Branch of Service:
Command 1 ▾	NAVY ▾
Duty Status (Tier-1)	Service Status:
ON DUTY ▾	FEDERAL APPROPRIATED C ▾
Duty Status (Tier-2)	Pay System:
Regular ▾	GS ▾
Specific Location of the Hazard	Job Title:
SHORE ▾	CIVIL ENGINEERING (0810)
GOVERNMENT ▾	
WATERFRONT AREA ▾	Pay Grade:
PIER ▾	GS13 ▾
	UIC/RUC/MCC
	N42158 (NORFOLK NAVAL SHIPY
What was the person doing at the time of the incident or discovery of hazard?	
Operating Equipment ▾	

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)	Date Completed	
<input type="text"/>	<input type="text"/>	Add



# Safety Courses Section



Consolidated Hazard

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## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Duty Status (Tier-1)

ON DUTY ▾

Duty Status (Tier-2)

Regular ▾

Specific Location of the Hazard

SHORE ▾

GOVERNMENT ▾

WATERFRONT AREA ▾

PIER ▾

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

Service Status:

FEDERAL APPROPRIATED C ▾

Pay System:

GS ▾

Job Title:

CIVIL ENGINEERING (0810)

Pay Grade:

GS13 ▾

UIC/RUC/MCC

N42158 (NORFOLK NAVAL SHIPY

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

boat

Add

C-822-2010 (AVIATION **BOATSWAIN'S MATE** A/C HANDLING (ABH) A1)

C-780-2013 (AVIATION **BOATSWAIN'S MATE** A/C HANDLING ADV(ABH-V) C1)

C-821-2010 (AVIATION **BOATSWAINS MATE** FUELS)

C-604-2012 (AVIATION **BOATSWAINS MATE** LAUNCH & RECOVERY EQUIPMENT)

K-062-0634 (BASIC **BOAT** COXSWAIN)

K-2E-3745 (INFANTRY COMPANY SMALL **BOAT** RAID)

Enter if applicable





# Personal Protective Equipment

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## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Enter if applicable

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

K-062-0634 (BASIC BOAT COXSWAIN)

2014-06-01

Add

Click 'Add' after making selections to add to list

## Person 1 Personal Protective Equipment

If PPE was not required, or was required and worn properly, functioned properly, and was not a factor in the incident, you may skip this section.

PPE	Used?	Used Properly?	Functioned Properly?	Narrative	
SHOES/BOOTS ▾	Yes ▾	No ▾	N/A ▾	Boots did not have laces	Add
SHOES/BOOTS-SAFETY (STEEL TOE) ▾					
EYEWEAR-SUNGLASSES	Yes	Yes	No	Sunglasses did not shield sun properly.	X



# Personal Protective Equipment

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## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

What was the person doing at the time of the incident or discovery of hazard?

Operating Equipment ▾

## Person 1 Safety Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

Add

BASIC BOAT COXSWAIN

2014-06-01

X

## Person 1 Personal Protective Equipment

If PPE was not required, or was required and worn properly, functioned properly, and was not a factor in the incident, you may skip this entry page.

PPE	Used?	Used Properly?	Functioned Properly?	Narrative	
SHOES/BOOTS ▾	Yes ▾	No ▾	N/A ▾	Boots did not have laces	Add
SHOES/BOOTS-SAFETY (STEEL TOE) ▾					
EYEWEAR-SUNGLASSES	Yes	Yes	No	Sunglasses did not shield sun properly.	X

To continue  
select  
"Factors" from  
list above



# Factors Section

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Add Factor

There are no factors added to the event.

[Click Here to add a new Factor or click the Factors drop down and select "Add Factor"](#)

## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".



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## Factors

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Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

☒ Human ☐ Material

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)

Enter applicable fields



# Factors Section



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## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

☒ Human ☐ Material

Factor:

BREAKDOWN IN VISUAL SCAN

BREAKDOWN IN VISUAL SCAN

CHECKLIST NOT FOLLOWED CORRECTLY

DELAYED A NECESSARY ACTION

EXTREME VIOLATION (E.G. A VIOLATION NOT CONDONED BY MANAGEMENT)

FAILURE TO PRIORITIZE TASKS ADEQUATELY

IGNORED A CAUTION/WARNING

INADEQUATE REAL-TIME RISK ASSESSMENT

INCORRECT RESPONSE TO A MISPERCEPTION

OVER-CONTROLLED/UNDER-CONTROLLED AIRCRAFT/VEHICLE

PERCEPTION ERROR

PROCEDURE NOT FOLLOWED CORRECTLY

RUSHED A NECESSARY ACTION

UNINTENDED OPERATION OF EQUIPMENT

WIDESPREAD/ROUTINE VIOLATION (E.G. HABITUAL DEVIATION FROM THE RULES)

WORK-AROUND VIOLATION (E.G. BREAKING THE RULES IS PERCEIVED AS THE BEST)

WRONG CHOICE OF ACTION DURING AN OPERATION

Select Human Factors or Material Factors

Please select the person(s) this factor applies to:

☒ Person 1

## Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description

## Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description

## Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.





# Factors Section



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## Factors

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Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

☒ Human ☐ Material

Factor:

BREAKDOWN IN VISUAL SC

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)

Select to see  
Risk  
Assessment  
Code Diagram

Please select the person(s) this factor applies to:

☐ Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description
<input type="text"/>	<input type="button" value="Add"/>

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description
<input type="text"/>	<input type="button" value="Add"/>

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.



# Risk Assessment Code Diagram

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## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial. Factors must have at least one recommendation.

Please complete the recommendation recommendation. Release the report.

To add a new Factor, click the "Add" button and select "Add Factor".

Factor 1

Factor Type:

Human

Factor:

BREAKDOWN

RAC:

03

Statement: (Brief description of the incident, if not follow SOP)

Analysis: (Provide a brief analysis of the incident)

## Select Risk Assessment Code

		Probability				
		A	B	C	D	
Severity	1					
	2					
	3					
	4					

RAC
1
2
3
4
5

### Probability

- ☐ A - Likely to occur immediately or within a short period of time
- ☐ B - Probably will occur in time
- ☒ C - May occur in time
- ☐ D - Unlikely to occur

### Severity

- ☐ I - May cause death, loss of facility/asset
- ☒ II - May cause severe injury, illness, property damage
- ☐ III - May cause minor injury, illness, property damage
- ☐ IV - Minimal threat

Close

Select "Probability" and "Severity" from the list

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.



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## Factors

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Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

☒ Human ☐ Material

Factor:

BREAKDOWN IN VISUAL SC

RAC:

03

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Add a brief description of the factor here.

Analysis: (Provide a complete explanation of the chosen factor)

Add detailed description and explanation of the factor (how, what, when, and why).

Please select the person(s) this factor applies to:

☒ Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description
PC3 - Adverse Physiological States	<input type="button" value="Add"/>
PC307 - Fatigue (sleep deprivation)	<input type="button" value="Add"/>

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description
	<input type="button" value="Add"/>

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
------	-------------

Enter applicable fields



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## Factors

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Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

☒ Human ☐ Material

Factor:

BREAKDOWN IN VISUAL SC

RAC:

03

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Add a brief description of the factor here.

Analysis: (Provide a complete explanation of the chosen factor)

Add detailed description and explanation of the factor (how, what, when, and why).

Add as many factors as necessary

Add Factor

Please se

Factor 1

or applies to:

☒ Person 1

### Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code

Description

PC3 - Adverse Physiological States

Add

PC307 - Fatigue (sleep deprivation)

Add

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code

Description

Add

### Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code

Description



# Factors Section



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## Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
------	-------------

<input type="text"/>	<input type="button" value="Add"/>
----------------------	------------------------------------

## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

Factor  
number  
2

Factor 2

Factor Type:

☐ Human ☒ Material

Factor:

RAC:

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Analysis: (Provide a complete explanation of the chosen factor)

Please select the material(s) this factor applies to:

☐ Property 1

☐ Property 2





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## Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
------	-------------

<input type="text"/>	<input type="button" value="Add"/>
----------------------	------------------------------------

## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

Select Human Factors or Material Factors

## Factor 2

Factor Type:

☐ Human ☒ Material

Factor:

OTHER CAUSE (MUST EXPLAIN IN EVENT NARRATIVE)
CORROSION
HARDWARE/COMPONENT/PART
MAINTAINABILITY OF EQUIPMENT
NORMAL WEAR & TEAR
OTHER CAUSE (MUST EXPLAIN IN EVENT NARRATIVE)
RELIABILITY OF EQUIPMENT
SOFTWARE
SUPPORT EQUIPMENT
SUPPORTABILITY OF EQUIPMENT
UNDETERMINED DUE TO INSUFFICIENT FACTS
UNKNOWN

Please select the material(s) this factor applies to:

☐ Property 1

☐ Property 2

Analysis: (Provide a complete explanation of the chosen factor)

<input type="text"/>
----------------------



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## Factors

This page is to identify the causal factors of an incident. Identifying the factors that lead up to an incident is crucial in mishap prevention. An incident must have at least one factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

To continue  
select  
"Recommendations" from list  
above

## Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description
<input type="text"/>	<input type="button" value="Add"/>

## Factor 2

Factor Type:

☐ Human ☒ Material

Factor:

OTHER CAUSE (MUST EXPL

RAC:

03

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Add a brief description of the factor.

Analysis: (Provide a complete explanation of the chosen factor)

Add detailed description and explanation of the factor (how, what, when, and why).

Please select the material(s) this factor applies to:

☒ Property 1

☐ Property 2



# Recommendations Section



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Add Recommendation

There are no recommendations added to the event.

Click Here to add a new Recommendation or click the Recommendations drop down and select "Add Recommendation"

## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".



# Recommendations Section



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## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

## Recommendation 1

Statement:

Add a brief description of the recommendation here.

Remarks:

Add detailed remarks regarding the recommendation here.

Add as many  
recommendations as  
necessary

Recommendations ▾

Report Actions ▾

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Add Recommendation

Recommendation 1

Status:

OPEN

Please select the factor(s) this recommendation applies to:

☒ Factor 1

☐ Factor 2



# Save & Validate Work



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## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

## Recommendation 1

Statement:

Add a brief description of the recommendation here.

Remarks:

Add detailed remarks regarding the recommendation here.

Status:

OPEN

Please select the factor(s) this recommendation applies to:

☒ Factor 1

☐ Factor 2

validate the report

Save and  
validate your  
work

## Recommendation 2

Statement:

Add a brief description of the recommendation 2 here.

Remarks:

Add a brief description of the recommendation 2 here.

Status:

COMPLETED

Please select the factor(s) this recommendation applies to:

☐ Factor 1

☒ Factor 2





# Validation Errors

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Involved Commands

1

Involved Properties

0

Involved Personnel

✓

Factors

1

Recommendations

✓

## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

## Recommendation 1

Statement:

Add a brief description of the recommendation here.

Remarks:

Add detailed remarks regarding the recommendation here.

Status:

OPEN

Please select the factor(s) this recommendation applies to:

☒ Factor 1

☐ Factor 2

## Recommendation 2

Statement:

Add a brief description of the recommendation 2 here.

Remarks:

Add a brief description of the recommendation 2 here.

Status:

COMPLETED

Please select the factor(s) this recommendation applies to:

☐ Factor 1

☒ Factor 2

This shows the location & number of validation errors. Red requires action while yellow is an advisory only. You may submit the



# Validation Errors

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Involved Commands

1

Involved Properties

0

Involved Personnel

✓

Factors

1

Recommendations

✓

This hazard system is for reporting:

- Hazards (whether associated with a mishap or not)
- Near Misses
- Mishaps with costs less than \$20,000

If an incident has a personnel injury greater than first aid or a mishap cost of \$20,000 or more, then a mishap investigation report must be submitted either instead of or in addition to a hazard report. See OPNAVINST 5102.1 for details.

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

- At least one Incident/Hazard Type is required
- Was environment a factor in the Incident/Hazard is required
- Was Non-DOD Property Damaged is Required
- Was DoD Property Damaged is Required
- High Risk Training Involved? value is required
- Narrative explaining the event is required
- Alcohol Involved indicator is required
- Brief Narrative is required
- Local Serial Number is required
- Time of Incident is required
- Date of Incident is required

These are the errors in the "General Information" section. Scroll down to see other errors in "Location" and "Authorized Drafter" sections

Select Incident/Hazard Type(s):

Select...

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTE

Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?



# View PDF & Release Report



Consolidated Hazard

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Involved Commands



Involved Properties



Involved Personnel



Factors



Recommendations



This hazard system is for reporting:

- Hazards (whether associated with a mishap or not)
- Near Misses
- Mishaps with costs less than \$20,000

If an incident has a personnel injury or death, a mishap investigation report must be submitted either instead of or in addition to this report.

Once errors are corrected in all sections, the report may be released

View PDF

Release

Delete

Click here to view a PDF version prior to release, if desired

## General Info

This is the starting point for entering incident information.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Incident/Hazard Type(s):

Select...

- ALLISION
- ASSAULT/VIOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP
- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY)
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE
- FIRE - ALL TYPES
- FLOODING (AFLOAT ONLY)
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GROUNDING
- GUIDED MISSILE

Full Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Enter full narrative here.

Was high risk training involved?

☐ Yes ☒ No

# Questions?



CONTACT THE WESS HELP DESK

[nrfk\\_safe\\_WESShelp@navy.mil](mailto:nrfk_safe_WESShelp@navy.mil)

757-444-3520 ext. 7048

